

## Tutorial 3: Basic Zoom controls

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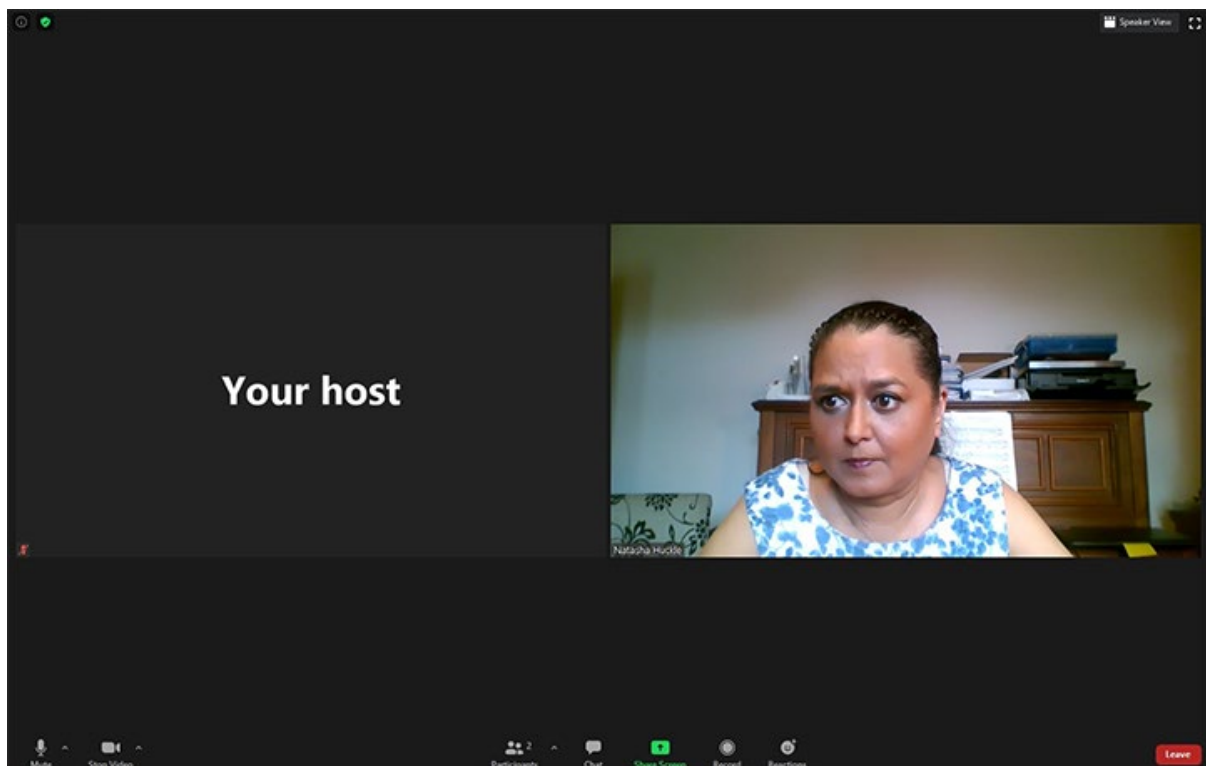
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## 1: Introduction

In this tutorial you will be introduced to some basic settings, which you'll find useful when you attend a Zoom meeting.

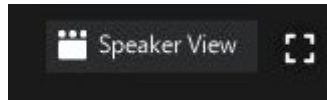
Let's start with having a look at how the room will look. In the main part of the screen, you'll see everyone attending the meeting. You can see everyone in different ways. These are called **Views**, and we'll be looking at these next.

Your main controls appear in the top right of the screen, and along the bottom of the screen.



## 2: Gallery and Speaker Views

In the top right of your room, you will see the following two controls



The first of these gives you the option to change the way you see other people.

### Speaker view

In **Speaker View**, you will see the person currently speaking in a large box. Everyone's video will appear as smaller boxes at the top of the screen. If there are quite a few people in the room, you will see arrow on either side. You can use these arrows to move backwards and forwards to see everyone in the room.

### Gallery view

In **Gallery View**, you will everyone in the same sized boxes. Whenever anyone speaks, the box will appear with a yellow border.

### Switching between views.

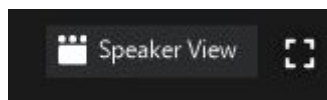
This can get a bit confusing. The label on the view indicates the view you will change to when you click the box.

For example:

- If you are in Gallery View, the box will say Speaker view.
- If you are in Speaker View, the box will say Gallery View.

## 3: Viewing full screen

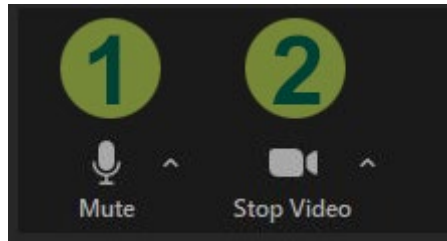
The second icon you can see is a small box.





This allows you to see your room full screen. That means that the room will enlarge to the size of your screen. If you want to minimise this again, you just need to click the icon again.

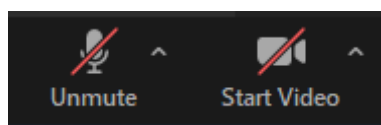
#### 4: Microphone and video controls

Your audio and video controls are on the left-hand side of the bottom bar.



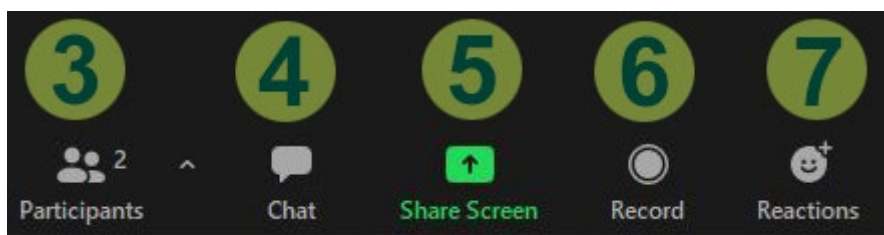
<p><b>ICON 1</b></p> 	<p><b>Audio</b> This is your audio control. Click this to mute/unmute your microphone. This turns your microphone on or off.</p> <p>It's a good idea to mute your microphone when you're not speaking. This will be less distracting for other people.</p>
<p><b>ICON 2</b></p> 	<p><b>Video</b> This is your video control. You can click this icon to turn your video off and back on again.</p>

This is how your controls will look when you have turned your microphone and/or your video off. Click on the icons again to unmute your microphone and/or to turn your video on again.




#### 5: Seeing who everyone is and putting your hand up

Your main controls appear in the centre of the bottom bar. Let's have a look at how to see who is in the room.



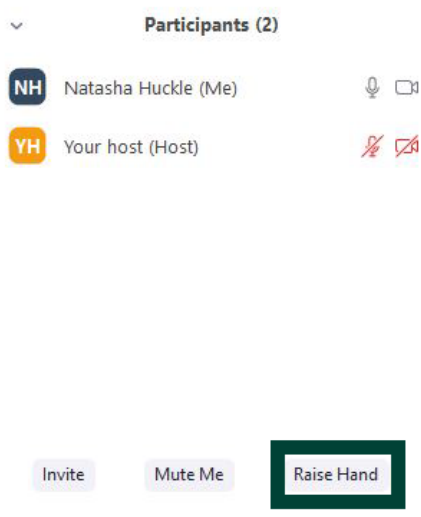
**ICON 3**



**Participants**  
 Click on this to open the **Participants panel**. This panel provides a handy list of everyone in the room. This is useful if the room is quite full, because it can be difficult to see exactly who is there.

At the bottom of the panel, you'll see a **Raise hand** button. In the image below, this is highlighted with a green box.

If you want to let your host know that you'd like to say something, just click this button. Your host will know that you'd like to speak and will be able to bring you into the conversation. Click on the button again to **Lower your hand**.



**ICON 4**

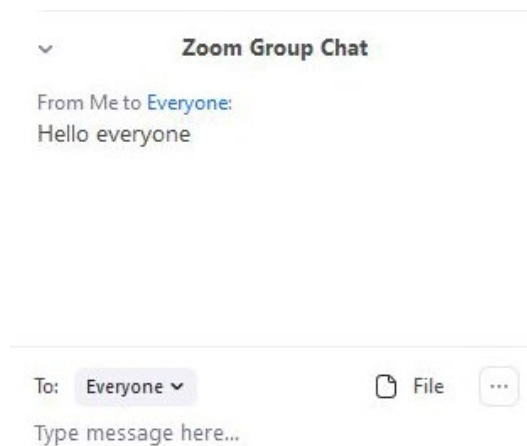


**Chat box**

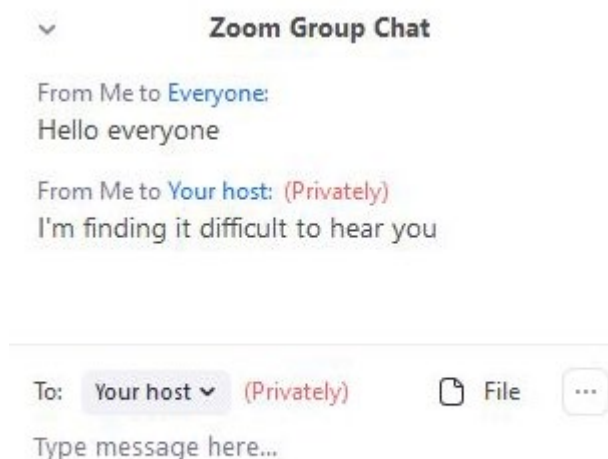
To open the chat box, click the **Chat** icon. The chat panel will appear on the right of your screen.

The chat feature allows you to send a text message to everyone, or to an individual person. This is great if you don't really want to speak, but you'd like to make a comment.


If you want to pass on a message to everyone, you can just type in this box, and press return to send. Once you press return, everyone will see your message. You will see your message appear in the main chat box.




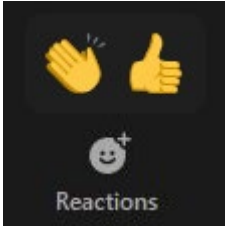
You can also send a message to an individual person. Click on the arrow to see the list of names and choose the person you want to message. Once you press return, the message will be sent only to that person. You will see it appear in your chat box as a private message. Remember to use the dropdown choose 'Everyone' again.



## 6: Sharing your screen and recording

<p><b>ICONS 5 and 6</b></p> 	<p>As a guest in a WI online meeting, you won't need to share your screen. This button is likely to be turned off for guests. If you think you might want to share something, please speak to your host prior to the meeting. In a WI. meeting the share screen option is likely to be used by your host or your speaker. Sharing their screen means that they will be able to enable you to see a presentation.</p> <p>The record option is also not available for guests. We need to be very careful with rules regarding privacy and data protection. If your host does want to record the whole meeting, you will need to informed prior to the meeting, in order to get your permission. If you are not happy about being recorded, please let your host know.</p> <p>The most likely scenario is that your host will want to record the speaker. In this case, Zoom allows us to record just the speaker. In any case, you will need to be informed if this is going to happen.</p>
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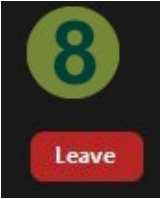
## 7: Reactions


<p><b>ICON 7</b></p> 	<p>During your meeting, you might want to indicate that you agree with what's being said, or that you like what you've heard.</p> <p>The <b>Reactions</b> options allows you to do this. If you click on this option, you'll be given two options:</p> <ul style="list-style-type: none"> <li>• Clap your hands</li> <li>• Thumbs up</li> </ul> <p>Choose one of the options. This will appear in your video/name box.</p> 
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## 8: Leaving the meeting

You can leave your meeting at any time. There may be instances when you need to leave because something has come up, or you need to keep another appointment. It's fine to leave whenever you're ready to go.

You don't have to tell everyone that you're leaving, particularly if people are deep in conversation. However, you can put a message in the chat box to let everyone know.

	<p>To leave the meeting, you need to hover your mouse over the bottom left of the screen. Your options panel will appear, and you will see a box that reads <b>End</b>. Click this to leave the meeting.</p> 
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	<p>You now know how to join Zoom meetings.</p> <p>The next few tutorials provide step-by-step guidance on setting up and hosting meetings. If you are not planning on hosting any meetings, there might be some tutorials in the <b>Advanced features</b> section that you will find useful. For example, using virtual backgrounds.</p>
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